

Department of Public Health  
and Human Services

Section:  
CASE MANAGEMENT

FOOD STAMP PROGRAM

Subject:  
Six Month Reporting Requirements

**Supersedes:** FS 1501-3 (04/01/06)

**References:** 7 CFR 273.10, 7 CFR 273.12, 7 CFR 273.13

GENERAL RULE -- Six month reporting requires households to report changes in the amount of their actual gross monthly income exceeding 130% of the poverty level (the gross monthly income standard) for their household size. Actual income means earned and unearned income is not factored, averaged, etc. When a household member is identified as an Able Bodied Adult Without Dependents (ABAWD) and the household member's eligibility depends on working 20 hours weekly, the household must report if the ABAWD's hours decrease below 20 hours weekly.

The household is required to report by the 10th of the following month when its actual income exceeds the gross month income standard for the household size and/or ABAWD's hours decrease below 20 hours weekly.

≥ **NOTE:** Ineligible or disqualified household members are not used to determine the household size.

Six month reporting also requires households to complete a six month interim report.

≥ **EXCEPTION:** Six month reporting homeless households are certified for six months. As long as the household continues to be homeless, it should not receive a Six Month Report form.

#### **SIX MONTH REPORTING HOUSEHOLDS**

Food stamp households are subject to six month reporting requirements except:

1. Migrant/seasonal farm worker households; and,
2. Households in which all members are elderly or disabled and do not have countable earned income.

#### **SIX MONTH REPORT DATES AT ≥ APPLICATION/ RECERTIFICATION**

Eligibility is determined for most six month reporting households for a 12 month recertification period at application and recertification.

**EXCEPTION:** Six month reporting homeless households are certified for six months.

The first Six Month Report is due six months from the initial month that the

application or recertification is approved. The six month report date is six months from the initial month the application or recertification is approved. Enter a 'Y' in the 'Six Mo Report' field; enter the sixth month in the 'Six Mo Date' field; and enter the recertification date in the 'Cert Through' field on EXAD.

**Example:** A household applies for food stamp benefits on October 30, 2006. The application is approved on November 23, 2006. October benefit prorates to \$0.00, and the household is eligible for \$125 food stamp benefits for November.

October is the initial month the application is approved even though the household's benefit amount prorates to \$0.00. March 2007 is the six month report date; the sixth month from the initial month the application is approved.

Enter a 'Y' in the 'Six Mo Report' field; enter 0307 in the 'Six Mo Date' field; and enter 0907 in the 'Cert Through' field on EXAD.

The automatic system generated notice, 6 MR REQUIREMENT, F011, is sent to the household.

#### **≥SIX MONTH REPORT DATE FOR A HOMELESS HOUSEHOLD**

Eligibility is determined for six month reporting homeless households (FS 0-4) for a six month recertification period. Enter a 'Y' in the 'Six Mo Report' field; enter the sixth month from the initial month the application or recertification is approved as the recertification date in the 'Cert Through' field; enter the 12th month in the 'Six Mo Date' field on EXAD. The OPA Case Manager must delete the automatic system generated notice F011 and send the household notice F013, 6MR REQUIREMENTS-HOMELESS HH.

**Example:** A homeless household applies in April 2006 and is determined eligible for food stamp benefits.

Enter a 'Y' in the 'Six Mo Report' field; enter 0307 in the 'Six Mo Date' field; and enter 0906 in the 'Cert Through' field on EXAD.

The OPA Case Manager must delete the automatic system generated notice F011 and send the household notice F013.

If the household is no longer homeless at the six month recertification, the household is recertified for a 12 month period. The first Six Month Report is due the sixth month after the initial month the recertification is approved. As long

as the household continues to be homeless, it should not receive a Six Month Report form.

#### HOUSEHOLD WITH ELDERLY OR DISABLED MEMBER

A household with an elderly or disabled household member does not have to pass the gross monthly income (GMI) test but does have to pass the net monthly income (NMI) test. The household is required to report when its actual income exceeds the GMI for its household size, so the OPA Case Manager can determine if the household passes the NMI test and is still eligible to receive benefits. If the household fails the NMI test, the case is closed with timely notice.

The OPA Case Manager must send a six month reporting household with an elderly/disabled household member who is **not** over the GMI at application/recertification and is not homeless the F011, 6MR REQUIREMENTS notice.

**Example:** A six month reporting household with a disabled household is under the GMI at application and determined eligible for benefits. The OPA Case Manager sends the approval notice and F011 notice to the household.

A member of the household reports working 10 hours a week at \$6 an hour and is paid weekly. The household's income now **exceeds** the GMI for its household size. Even though the household does not have to pass a GMI test, it does have to pass the NMI test. If the household passes the NMI test with the newly reported income and is eligible for a benefit amount, the case remains open. If the household does not pass the NMI test and is not eligible for a benefit amount, the case is closed with timely notice.

Six month reporting households who exceed the GMI at application/recertification or who exceed the GMI when changing to six month reporting **and are** categorically eligible, **or** the households with an elderly or disabled member are eligible for a benefit amount, the OPA Case Manager must delete the F011 system generated notice and must send the household the 6 MR OVER GMI AT APP/RECERT notice, F010. This notice informs the household the month it will receive the Six Month Report form, and the date the Six Month Report form is due.

**Example:** A disabled man and wife apply for benefits July 1st. He receives \$900 RSDI monthly and his wife earns \$700 monthly. The household's total allowable deductions are

\$947, and the household is eligible for a benefit amount of \$60.

Enter a 'Y' in the 'Six Mo Report' field; enter 1206 in the 'Six Mo Date' field; and enter 0607 in the 'Cert Through' field on EXAD.

The household's gross income exceeds 130% of poverty for its household size at application, has a disabled household member, and is eligible for a benefit amount. The OPA Case Manager must delete the F011 system generated notice and must send the F010 notice to the household.

This household's reporting requirement is to complete the Six Month Report.

#### **SIX MONTH REPORTING REQUIREMENTS NOTICES**

A six month reporting requirement notice must be sent from TEAMS to the household:

1. At the time the application is approved;
2. At the time the recertification is approved;
3. At the time the six month report form is processed, and benefits are approved;
4. When there is a change in the household's gross monthly income standard; and,
5. When switching from change to six month reporting requirements.

The notice informs the household of its reporting requirements, its gross monthly income standard, its household size, the month it will receive the Six Month Report form, and the date the Six Month Report form is due.

The F011 is an automatic system generated notice when the 'Y' is entered in the 'Six Mo Report' field on EXAD at application and when a household changes from change to six month reporting requirements. The F011 notice is an OPA Case Manager generated notice at the six month report period and recertification.

**NOTE:** At application or recertification, if an applying household's income exceeds 130% of the poverty level for its household size **and** is categorically eligible, **or** a household with an elderly or disabled household member is eligible for a benefit amount, the F011 system generated notice must be deleted

by the OPA Case Manager. The OPA Case Manager must send the household the F010 notice informing the household the month it will receive the Six Month Report form, and the date the Six Month Report form is due.

# **CHANGING FROM CHANGE TO SIX MONTH REPORTING REQUIREMENTS**

A household changes from change to six month reporting requirements when:

1. Countable earned income is included in the monthly budget computation. The month the earned income is included in the monthly budget is month one of the six month reporting period.
2. A new member, who is not elderly or disabled, is added to the household. The month the new member is added to the household is month one of the six month reporting period.

The notice F011 must be sent to the household when switching from change to six month reporting requirements. The notice informs the household of its reporting requirements, its gross monthly income standard, its household size, the month it will receive the Six Month Report form, and the date the Six Month Report form is due. The F011 is a system-generated notice when switching from change to six month reporting requirements when the 'Y' is entered in the 'Six Mo Report' field on EXAD. In addition, the F014, 6MR-SHORTEN CERT, notice informing the household that its certification period is shortened must be sent to the household.

**NOTE:** When an ongoing household switches from change to six month reporting requirements and the household's income exceeds 130% of the poverty level for its household size **and** is categorically eligible, **or** the household with an elderly or disabled member is eligible for a benefit amount, the OPA Case Manager must delete the F011 system generated notice and must send the household the F010 notice informing the household, the month it will receive the Six Month Report form, and the date the Six Month Report form is due.

This household's reporting requirement is to complete the Six Month Report.

**CHANGE TO SIX  
MONTH REPORTING  
REQUIREMENTS  
RECERTIFICATION  
IS WITHIN SIX  
MONTHS**

When a household becomes a six month reporting household and already has a scheduled recertification date within the first six months, the recertification is held as scheduled. The first Six Month Report is due six months from the initial month the recertification is approved.

**Example:** A household whose household members are all elderly and/or disabled reports a new source of countable earned income on April 16, 2006 and provides verification on April 26, 2006. The household's recertification date is July 2006.

Timely notice of the decrease cannot be given to the household for May 2006 benefit month. Benefits are authorized by TEAMS cutoff at the April benefit amount. The earned income is countable in the household's budget for June 2006 benefit month. This household is a six month reporting household beginning June 2006.

Since the already scheduled recertification is within six months, the household completes its scheduled recertification in July 2006. The first Six Month Report is due January 2007, six months from the initial month the recertification is approved.

Enter a 'Y' in the 'Six Mo Report' field; enter 0107 in the 'Six Mo Date' field; and 0706 remains in the 'Cert Through' field on EXAD.

The system-generated notice F011 is sent to the household.

If the household's gross monthly income now exceeds 130% of poverty of its household size, the OPA Case Manager must delete the F011 system generated notice and must send the F010 notice to the household. This household's reporting requirement is to complete the Six Month Report.

**CHANGE TO SIX  
MONTH REPORTING  
REQUIREMENTS  
RECERTIFICATION  
IS MORE THAN SIX  
MONTHS AWAY**

When a household becomes a six month reporting household and the already scheduled recertification date is more than six months away, the OPA Case Manager must change the recertification date (shorten recertification period) to month six in the 'Cert Through' field on EXAD.

The first Six Month Report is due six months from the initial month the recertification is approved and is entered by the OPA Case Manager in the 'Six Mo Date' field on EXAD.

**Example:** A disabled household reports earned income on September 5, 2006 and provides verification on September 13, 2006. The household's recertification date is June 2008.

The household switches reporting requirements for October 2006 benefit month. Since the already scheduled recertification is more than six months away, the OPA Case Manager changes the recertification date (shortens recertification period) to March 2007. The first Six Month Report is due September 2007, six months from the initial month the recertification is approved.

Enter a 'Y' in the 'Six Mo Report' field; enter 0907 in the 'Six Mo Date' field; and enter 0307 in the 'Cert Through' field on EXAD.

The F011 system generated notice is sent to the household, and the F014 notice informing the household of its shortened certification period.

#### **SWITCHING FROM SIX MONTH TO CHANGE REPORTING REQUIREMENTS**

If a household's circumstances change and the household will switch from six month to change reporting, the household continues to be subject to six month reporting requirements until the end of month six or recertification whichever comes first.

**Example:** Sam lives alone and receives SSI. He reports he lost his job on November 15, 2005 and verifies the job loss on November 25, 2005. His Six Month Report is due March 2006. The household remains a six month reporting household through month six, March 2006, and he must complete the Six Month Report form. The household becomes a change reporting household effective April 1, 2006.

The OPA Case Manager sends the household notice, FS CHANGE REPORTING REQUIREMENTS, F012, when the Six Month Report is completed and processed.

#### **ACTING ON REPORTED/ DISCOVERED INFORMATION**

The household is required to report by the 10th of the following month when its actual income exceeds the gross monthly income standard for its household size and/or ABAWD's hours decrease below 20 hours weekly.

**Example:** A household's actual income exceeds the GMI for its household size on October 2nd. The household is required to report it no later than November 10th.

If the household reports the change by November 10th, the OPA Case Manager closes the case for December and provides the household with timely notice of closure. If the household does not report the change by November 10th, there is a possible overpayment for December if the household exceeds the 130% of poverty for its household size, and the household cannot be provided timely notice of closure (1504-1).

OPA Case Managers must act on reported/discovered changes when:

1. Changes **increase** the food stamp benefit amount. Benefits increase the month after a reported/discovered change when verification of the change is received within 10 days from the TEAMS request for verification notice being sent. If the necessary information/verification is not received within the 10-day TEAMS request for information notice, benefits are increased the month after the receipt of the verification.

**NOTE:** Supplements are issued for all changes reported within the administrative month (month prior to the benefit month) when the household provides the verification within the administrative month or provides the verification within the 10-day request for information period if it extends into the benefit month.

If enough information is reported that it is obvious the household remains eligible and the benefit amount **will not increase, the OPA Case Manager must not request additional verification/information.** The OPA Case Manager uses the reported/discovered information in month six of the six month reporting period or at recertification whichever comes first.

When a reported/discovered change results in an increased benefit but does not include the information/verification, the increase cannot be made until the necessary information is received or the change is verified. The OPA Case Manager must send a request for information/verification TEAMS notice requesting the household provide the necessary information/verification of the change within 10 days of the notice.

**NOTE:** When the 10th day of the request period falls on a weekend or holiday, the household has through the next business day to provide the information/verification.



If the requested information/verification is not received prior to TEAMS cutoff, the OPA Case Manager must authorize benefits by TEAMS cutoff at the benefit amount previously issued.

**NOTE:** Food stamp benefits must be authorized by TEAMS cutoff. Cutoff is the fourth working day from the last calendar day of the month.

If the requested verification is not received within the 10-day request period, the previously verified amount of the reported change and the allotment amount stay the same. If the verification is received after the 10-day request for information period, benefits are increased the month following the receipt of the verification.

If the information/verification is received in the administrative month (month prior to the benefit month) after TEAMS cutoff or is received within the 10-day request for information when the 10-day request period extends into the next benefit month, the OPA Case Manager must issue a supplement to the household no later than the 10th day of the benefit month.

**NOTE:** If it is **unknown** whether a reported/discovered change will cause an increase or decrease, the OPA Case Manager must send a TEAMS notice to the household requesting information **NOT VERIFICATION** to determine if the change results in an increased benefit.

If the household does not provide the requested information or the information is provided and causes a decrease in food stamp benefits, the change is not acted on until the six month report period or recertification whichever comes first.

**Example 1:** A household reports on March 24th that its rent is increasing from \$250 to \$300 effective April 1st. April benefits are authorized by TEAMS cutoff date. The OPA Case Manager sends a TEAMS notice requesting the household provide verification of the rent increase within 10 days.

The verification is provided within the TEAMS 10 day request for verification period. The OPA Case Manager enters the new rent amount for April and May, and issues a supplement for April benefits.

If the verification was provided after the 10-day request for information period, April benefits are not supplemented. Benefits increase the month after the receipt of verification.

**Example 2:** A household reports on March 10th that its rent is increasing from \$250 to \$300 effective April 1st. The OPA Case Manager sends a TEAMS notice requesting the household provide verification of the rent increase within 10 days.

The verification is not provided within 10 days. The OPA Case Manager authorizes April benefit before TEAMS cutoff using the previously verified rent amount.

The verification is received by March 31st. The new rent amount is entered for April and May. The OPA Case Manager must issue a supplement for April benefits.

If the verification is provided after March 31st, the increase is effective the month after the receipt of the verification.

2. The household's gross monthly income exceeds the gross monthly income standard for its household size.
3. The household voluntarily requests its case be closed.
4. All household members have died.
5. The household has moved out of state.

**NOTE:** If a household *member* moves out of the household, the member is only removed if the change causes an increase or the member applies for benefits in another household or on their own.

6. The change causes the household's TANF grant to change.

**NOTE:** Households receiving TANF are required to report when the amount of their actual gross monthly income exceeds 130% of the poverty level for their household size for the Food Stamp Program.

**NOTE:** The food stamp benefit change is effective the same date the TANF grant changes using TANF rules of when to act on a change (e.g., using client statement for first month of change and verification requested the following month). Any change that affects the TANF grant must also be reflected in the food stamp allotment. This applies whether food stamps increase or decrease.

**Example 1:** TANF/food stamp household reports on May 22nd that her hours at work increased. Verification is requested and due June 2nd.

June TANF and food stamp benefits are authorized by TEAMS cutoff at May benefit amounts.

The requested verification is not provided. TANF is closed for July with timely notice provided to the household.

The TANF grant is removed from household budget for July causing food stamp benefits to increase.

The OPA Case Manager sends a notice informing the household of its increased benefit for July. The six month reporting requirement notice should also be sent to remind the household of its reporting requirement for the Food Stamp Program.

**Example 2:** TANF/food stamp household reports on May 22nd on signed change report form that its hourly wage increased to \$7 an hour. Verification is requested and due June 1st. The increase in hourly wages does not exceed 130% of poverty for its household size.

TANF and food stamp benefits are authorized by TEAMS cutoff. TANF and food stamp benefits decrease for June based on client statement with adequate notice provided to the household.

The household does not provide the requested verification. TANF for July closes and timely notice is sent to the household.

The TANF grant amount is removed from food stamp budget causing food stamp benefits to increase for July.

The OPA Case Manager sends a notice informing the household of its increased benefit for July. The six month reporting requirement notice should also be sent to remind the household of its reporting requirement for the Food Stamp Program.

7. The OPA Case Manager has information about the household's circumstances considered verified upon receipt.

**INFORMATION  
VERIFIED UPON  
RECEIPT**

Information is considered verified upon receipt if:

1. The information is not questionable; **and**,
2. The change is reported directly from the source of the information, or the OPA Case Manager receives the information directly from the source of information.

Information considered verified upon receipt includes (list is not inclusive):

- a. SDX and BENDEX interfaces, hard copy of Unemployment Report, MISTICS Unemployment Income records from the Department of Labor, SEARCHS child support income records, State fund;

**NOTE:** If an OPA Case Manager correctly uses SEARCHS child support records or MISTIC unemployment records for information that is required to be verified, the information is used in determining food stamp benefits.

If an OPA Case Manager is not required to use or incorrectly uses SEARCHS child support records or MISTIC unemployment records for information that are not required to be verified, the information is not used in determining food stamp benefits.

**Example:** A household applies for food stamp benefits. A household member is working part time and receiving partial unemployment. It is anticipated the partial unemployment will end in

month three. An alert is set to verify unemployment ending since it will cause an increase in benefits.

In month three, the OPA Case Manager uses MISTICS to verify the partial unemployment ended. The OPA Case Manager finds the individual received an extension to receive unemployment and is now receiving full unemployment benefits.

The MISTICS information regarding increased unemployment income is considered verified upon receipt because the OPA Case Manager acted correctly on information known at application that would increase benefits. Food stamp benefits decrease with timely notice provided to the household.

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- b. Award letters from Social Security Administration, unemployment compensation, worker's compensation, and child support;
- c. Information received from the Department of Child and Family Services that a child was removed from the home or the Department of Child and Family Services applies for foster care Medicaid for a child;
- d. Disqualified household members (FSET reports non compliance, Program Integrity reports non compliance, or an IPV start date, etc.); or,
- e. Household member(s) exhausting their Able Bodied Adults Without Dependents benefit months during the six month period.

**INFORMATION NOT  
VERIFIED UPON  
RECEIPT**

Information not considered verified upon receipt include (list is not inclusive):

- a. Wage stubs, unemployment compensation check, worker's compensation check, child support check, self-employment logs, self-employment worksheets, self-employment receipts for income and expenses;

**NOTE:** Wage stubs are used as verification to prospect income to increase benefits during

the six month report periods. Wage stubs are also used as verification to prospectively budget income at the six month report period and at recertification whether or not it causes increased or decreased benefits.

- b. Household reports a new job, increased income, or changes in household composition; or,
- c. Other changes that become known, such as seeing a client working at a different job, reading information in a local newspaper, etc.

### SIX MONTH REPORT FORM

The only information that can be requested on the Six Month Report form is:

- 1. Changes in sources of income such as anticipated to receive or began receiving child support, started new job, changed jobs, etc.;
- 2. Changes in the amount of earned income of more than \$100;
- 3. Changes in the amount of unearned income of more than \$50;
- 4. Changes in household composition;
- 5. Changes in residence and the resulting changes in shelter expenses;
- 6. Resources reaching or exceeding \$2,000 or \$3,000 depending on household composition; and,
- 7. Changes in the legal obligation to pay child support.

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At the six month report period, the OPA Case Manager must act on a change reported during the six month report period or a change reported on the Six Month Report form whether or not the household was required to report the change and whether or not the change causes benefits to decrease.

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**Example:** The household submitted the Six Month Report form. The household did not move but reported rent decreased to \$300 a month on the Six Month Report form. Since the household reported the change, the OPA Case Manager must request the household provide verification of the rent change within 10 days via TEAMS notice.

If the household provides the verification, the OPA Case Manager uses the decreased rent amount of \$300. If the household does not provide verification within 10 days, the OPA Case Manager removes the rent expense. Timely notice of decrease must be given to the household.

TEAMS sends the Six Month Report to the household on the 16th of month five, and the report is due back to the OPA on the 3rd of month six. The reports are registered as received on TEAMS SIX MONTH RPT REGISTRATION (SRRE) screen by OPA staff. Reports must be registered with the date they are date stamped as received in the OPA. Several reports can be registered at once. If a report is unsigned, it should be registered, but benefits should not be authorized until the report is signed. The OPA Case Manager must send the household a 10-day request for information/verification notice (F002, F603) requesting the form be signed. A signature is acceptable on a copied or faxed Six Month Report Form.

If the Six Month Report is not registered on TEAMS by the 8th of month six, an automatic system generated TEAMS notice NON-RECEIPT - 6 MR CLOSURE, F602, is sent to the household and the food stamp case is automatically closed effective the last day of month six.

**NOTE:** When the 8th day of the month falls on a weekend or holiday, the Six Month Report must be registered on TEAMS the next working day to avoid automatic closure of the case.

**SIX MONTH  
REPORT  
RECEIVED BY  
8TH OF THE  
MONTH**

If a Six Month Report is received by the 8th of the month but is incomplete, the OPA Case Manager must send the household the TEAMS notice 6 MR - FURTHER INFORMATION, F002, allowing 10 days to provide the information/verification. If the information/verification is not received within 10 days of the notice or is received causing decreased benefits, the household must be provided timely notice of adverse action. In order to allow the household timely notice of adverse action, the OPA Case Manager must send the F002 notice to the household by the 8th of each month.

**Example:** The household has fluctuating hours working at Burger King. The household's Six Month Report is due January 2006. The household submits the Six Month Report on January 7, 2006 and indicates no changes on the Six Month Report form.

The OPA Case Manager is aware hours fluctuate so information is questionable concerning income not changing. An employer form, or wage stubs and information from the household about its anticipated hours for the next six month

period is needed to accurately prospect its income. The OPA Case Manager must send the household the F002 notice requesting the income verification by January 8th.

The household provides verification of wages and anticipated hours on January 18, 2006 resulting in a decreased benefit. The decrease is effective for February 2006 benefit month, and timely notice of the decrease is sent to the household.

**UNTIMELY  
SIX MONTH  
REPORT  
RECEIVED  
AFTER THE 8TH  
OF THE MONTH**

If a Six Month Report is received after the 8th of the month but required verification/information (income, resources, household composition, etc.) to process the report was not submitted, the food stamp case remains closed. The OPA Case Manager sends the household the notice, 6 MR-COURTESY CLOSURE, F603, explaining the Six Month Report was received but was incomplete so the case will remain closed unless the household provides the **required** verification/information to process the Six Month Report within 10 days of the TEAMS notice.

If the Six Month Report is received after the 8th of the month and no verification is required but items are needed to determine the ongoing benefit amount (such as shelter expenses or child support obligation), the case is reverted to open. The OPA Case Manager must send a TEAMS notice allowing the household 10 days to verify changes on the report. If the changes are verified within the 10-day TEAMS notice request for verification period or before the end of month six, the verified change is allowed. Benefits may need to be supplemented. If it is an unverified expense, the expense is not allowed as a deduction. If an expense is verified after the 10-day request for verification period when the 10-day request extends to the following month, the expense is allowed the month following receipt of verification.

**Example 1:** The household has fluctuating hours working at Burger King. The household's Six Month Report is due January 2006. The household submits the Six Month Report on January 31, 2006 and indicates no changes on the Six Month Report form.

The OPA Case Manager is aware hours fluctuate so information is questionable concerning income not changing. An employer form, or wage stubs and information from the employer/household about the anticipated hours for the next six month period is needed to accurately prospect the income. The OPA Case Manager must send the household the F603 notice requesting the income verification by February 10th.



The household provides verification of wages and anticipated hours on February 10th, 2006 resulting in a decreased benefit.

The case is reverted to open. Timely notice of decrease is not needed in this case since the OPA Case Manager took a positive action on the case by reverting the case to open. The OPA Case Manager sends the household the X501 REVERT TO OPEN notice and a six month reporting requirement notice.

If the household provided wage verification after the 10-day TEAMS request for verification, the case remains closed and the household is required to reapply.

Reverting the case to open incorrectly will result in an agency-caused over payment.

**Example 2:** The household's Six Month Report is due September 2005. TEAMS automatically closed the case because the report was not registered as received by September 8, 2005. The household submits the Six Month Report on September 20, 2005 reporting a decrease in the legal obligation to pay child support but did not provide the necessary verification. The information is not available to the OPA Case Manager on SEARCHS.

The OPA Case Manager sends notice F603 allowing the household 10 days to provide the verification of the new child support amount. If the household provides verification within the 10-day verification period, the new child support expense is allowed, the case is reverted to open, and benefits are authorized. The OPA Case Manager sends the household the six month reporting requirement and X501, REVERT TO OPEN notices.

If the child support expense is not verified within the 10 days, the case is reverted to open, benefits are authorized but the expense is not allowed. The OPA Case Manager sends the household the six month reporting requirement and X501, REVERT TO OPEN notices.

If the child support is verified after the 10-day request period, October benefits are authorized without allowing

the expense. The expense is allowed the month following receipt of the verification.

**SIX MONTH  
REPORT  
RECEIVED IN  
MONTH SEVEN**

Households are required to reapply for benefits if a Six Month Report is not received by the last day in the sixth month. If the last day of the sixth month falls on a weekend or holiday, the household has through the next business day to submit the report. If information/ verification is needed to process the report, the OPA Case Manager must send the household a TEAMS notice allowing 10 days to provide the information/ verification.

Cases that are reverted to open incorrectly in the seventh month are subject to an agency-caused overpayment because the household is required to reapply for benefits.

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